



## Demolition Permit Requirements

City of Carmel / Clay Township

Building & Code Services

One Civic Square, Carmel, IN 46032

Ph: (317) 571-2444 Fax: (317) 571-2499

### Review and Issuance of a permit requires that the following must be submitted:

1. Completed Application (Application is a three-part form available in the Building & Code office) **Note: A separate permit application must be completed per parcel**
2. Provide a Utility Disconnect Receipt or Letter from each provider on Location
3. **Two Copies** of a Site Location/Site Plan ( on paper no larger than 11" X 17") with the following information and nothing less:
  - Tax Map Parcel Number for the parcel on which the demolition is to occur
  - Location of all structures on the lot, with the structures dimensions
  - Property boundaries and dimensions including distances to the structure(s) to be demolished
  - All neighboring structures within 100 feet of the proposed demolition
  - Streets, alleys, other manmade or natural features, north arrow, sidewalks, aprons, etc.
  - Location of proposed dumpster, if used
  - Location of all Utilities
4. Provide **Certified Plumbing Contractor** information (*Contractor who will cap the sewer line at the property line*)
5. **Right of Way Permit** required from the City of Carmel Engineering Office (317) 571-2441
6. If the project will disturb ¼ acre or more, then a **Storm Water Permit** must be obtained from the City of Carmel Engineering Department. Please call the Storm Water Administrator at 317-571-2441 for more information. (1/4 acre=1,890 square feet or approximately 100'X110')
7. Historic Preservation Committee approval required. Building & Code Services will notify committee members.
8. This form completed and signed by the appropriate departments.

### The following must be complied with once permit is issued:

- A demolition permit will be issued when a structure is to be removed completely, including the foundation, and the property **must be graded and seeded after removal** unless new construction will take place within ninety (90) days on the location.
- Work shall start immediately and must be completed **180 days** from issuance
- The progress of the work shall be executed so as not to create a danger to the public
- **All rubble and debris** from demolition to be removed from parcel before site inspection can be performed
- **Must meet all requirements** of the codes and Ordinances (existing well, septic, fuel tanks)
- The applicant or owner is responsible for obtaining a certified plumbing contractor to cap the sewer at the property line. **NO PERMIT REQUIRED FOR SEPTIC TANK CRUSH AND FILL** if applicable. Removal and/or crush and fill of tank to be included on demolition permit, septic tank to be pumped and either filled or crushed as part of demolition contractors responsibility

### Complete the Following:

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**Address of demolition**

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**Tax Map Parcel #**

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**Owner(s) Name and Address**

**Additional Structure(s) on site: Yes / No** (If yes, please list the number and type(s) of structure on the lines provided. If one of the structures has a separate street address than the primary structure on the parcel—please also include that information.)

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(Print)

ADDRESS: \_\_\_\_\_ PERMIT \_\_\_\_\_



## CITY OF CARMEL / CLAY TOWNSHIP DEMOLITION APPROVALS

	AGENCY	CONTACT	NOTES
<input type="checkbox"/>	Carmel Historic Preservation Committee	Jennifer Hershberger 408-9071 <a href="mailto:jdherhberger@gmail.com">jdherhberger@gmail.com</a>	
<input type="checkbox"/>	Carmel Historic Preservation Committee	Mark Dollase 639-4534 <a href="mailto:Mdollase@indianalandmarks.org">Mdollase@indianalandmarks.org</a>	
<input type="checkbox"/>	Carmel Historic Preservation Committee	Nick Davis <a href="mailto:ndavis@bdmd.com">ndavis@bdmd.com</a>	
<input type="checkbox"/>	Carmel Planning & Zoning	Angie Conn 571-2417 <a href="mailto:aconn@carmel.in.gov">aconn@carmel.in.gov</a>	
<input type="checkbox"/>	Carmel Utilities	Brett Ransford 733-2846 <a href="mailto:bransford@carmel.in.gov">bransford@carmel.in.gov</a>	
<input type="checkbox"/>	Hamilton County Health Department	Jason LeMaster 776-8500 <a href="mailto:health@hamiltoncounty.in.gov">health@hamiltoncounty.in.gov</a>	
<input type="checkbox"/>	Carmel Engineering Right-of-way Permitting	Caleb Warner 571-2441 <a href="mailto:cwarner@carmel.in.gov">cwarner@carmel.in.gov</a>	
<input type="checkbox"/>	Carmel Engineering Storm Water	John Thomas 571-2441 <a href="mailto:jthomas@carmel.in.gov">jthomas@carmel.in.gov</a>	
<input type="checkbox"/>	Vectren Energy	Joanie Clark 776-5532 <a href="mailto:jlclark@Vectren.com">jlclark@Vectren.com</a>	
<input type="checkbox"/>	Indianapolis Power & Light	Dan Davenport 261-8133 <a href="mailto:dan.davenport@aes.com">dan.davenport@aes.com</a>	
<input type="checkbox"/>	Hamilton County Highway Department	David Lucas 773-7770 <a href="mailto:David.Lucas@hamiltoncounty.in.gov">David.Lucas@hamiltoncounty.in.gov</a>	
<input type="checkbox"/>	Clay Township Regional Waste	Ryan Hartman 844-9200 <a href="mailto:Ryan.hartman@ctrwd@org">Ryan.hartman@ctrwd@org</a>	
<input type="checkbox"/>	Duke Energy	Christina Girod 896-6726 <a href="mailto:Christina.Girod@duke-energy.com">Christina.Girod@duke-energy.com</a>	
<input type="checkbox"/>	Hamilton County Surveyor's Office	Greg Hoyes 776-8495 <a href="mailto:Greg.Hoyes@hamiltoncounty.in.gov">Greg.Hoyes@hamiltoncounty.in.gov</a>	
<input type="checkbox"/>	Demo Sheet Notarized		